# DESIGN REVIEW BOARD MEETING MINUTES March 12, 2014

36 Bartlet Street
3rd Floor Conference Room B

### Call to Order:

The meeting was called to order at 6:30 p.m. Present were members Craig Gibson, Suzanne Korschun, Anita Renton and Ann Constantine. Also in attendance was Chris Clemente, Inspector of Buildings.

### SIGN APPLICATIONS

## Papa Giant's Roast Beef, 38 Park Street

DRB-14-05

Mr. Tarek Ewis, business owner, presented the application for a non-illuminated awning sign. He noted that he has several locations and the sign presented is their logo. The background of the sign is a tan, with red and green lettering. The apostrophe is red on the application; the board would like to see a green apostrophe to match the green lettering. The proposed signage is 19" x 98".

Ms. Korschun moved to accept the application as submitted with the recommendation that the apostrophe be changed to green.

Ms. Renton seconded the motion

**Vote:** Unanimous (4-0)

## Karma Asian Fusion Cuisine and Bar, 209 North Main Street

DRB-14-06

Mr. Grant of Excel Signs presented the application. There are three sign designs submitted, one for the side of the building and two options for the front of the building. The first choice of the applicant for the front sign is the aluminum panel with beige background to match the color of the building. It will be located close to the edge of the canopy which is a few feet forward to allow for led flood lights on the back of the sign. The second option will be slightly smaller and attached to the façade. They are allowed 80 sq. ft.; the proposed aluminum panel is slightly larger. The applicant would scale back to the allowed area of 80 sq. ft. Ms. Korschun noted that the font used on the second line should be more harmonious with the first line "Karma". She also suggested the second line be all capital letters. The futura font was discussed. The sign will have supports every three feet painted black. They will change the font on the unlit side sign to match the front panel sign.

Ms. Korschun moved to accept the application with the following changes: the background panel on the front should match the color of the building; the size of the sign will need to be within the allowed 80 sq. ft. and change the second line of the sign to a simple and angular font in capital letters.

Ms. Constantine seconded the motion

**Vote:** Unanimous (4-0)

#### **OUTDOOR DINING**

## Brasserie 28, 2 Elm Square

Per Mr. Clemente, outdoor seating on a private way requires ZBA approval. Outdoor seating on a public way requires Board of Selectman approval. Post Office Ave. was approved by ZBA, limited to 20 outdoor seats; the request is for 28 seats. On Post Office Ave., it looks like they do not have the required four foot unobstructed walkway. Could this be because it is a private way? DRB noted the outdoor dining was inviting and good for the town.

Ms. Renton moved to approve the application as submitted noting that ZBA had limited the seating to 20.

Ms. Korschun seconded the motion.

**Vote:** Unanimous (4-0)

### Ultimate Perk, 96 ½ Main Street

The board noted that the proposal is the same as last year. Mr. Clemente noted that there is a limit of 10 seats (indoor and outdoor) without rest rooms (per the state plumbing code). Mr. Gibson moved to approve the application as submitted. Ms. Constantine seconded the motion

Vote: Unanimous (4-0)

#### **DISCUSSION**

## **Streamlining Permitting Process**

The Community Development and Planning office (CD&P) are undertaking a study on streamlining the permitting process, working with a process engineer from Raytheon. The division heads are talking to the boards to get input on a way to streamline process from the board's point of view. There was discussion on what delays the issuance of a permit. Applicants should be aware that applying to the different required boards for projects could be done simultaneously. Applying for permits for signs are usually put off till businesses are ready to open. This causes a delay in issuing a permit for the signs. Compliance and enforcement was discussed. DRB is a board of design professionals that offer a service that should be embraced by the public. Building owners and tenants need to have the correct information from the beginning.

There was discussion regarding the sign by-law and its complexity. How do businesses register with the town? Who knows when a new business comes into town, and how do we find out? Is the information with Real Estate agents; should RE agents be educated? Building owners are the ones to educate, to get them to understand the process and pass onto their tenants. There was discussion on the "Business Guide" that is available on the Town of Andover web site (located under the Main Menu on the home page).

The board suggested clarity in labeling on the web site. The board would like to see what the results of the process will be.

## **A-Frame Signs**

The by-law is written for A-Frame sign permits for special events to be issued for 30 days. The building division would like to issue these permits for the limit of 30 days for each announcement, but the permit expires in a year? There was discussion on what a special event is, 30 day limit, and contents of the sign. They also discussed the flag signs about town and illegal signs pulled by the inspectors. Mr. Clemente would like research other town's by-laws.

## Letter to building and business owners

Ms. Constantine drafted a letter to business and building owners from the building inspector and the DRB. Ms. Constantine spoke of the importance of educating and reaching out to the owners. DRB offers so much that can benefit the customers; they can help buildings look better. Mr. Clemente will look at the letter and get back with the DRB. He agrees the letter is a good idea.

## **Adjournment**

There being no further business, the meeting of the Design Review Board for March 12, 2014 was adjourned at 8:30 p.m.

Respectfully Submitted,

Patti D'Agata